

**CITY OF BOSTON ENVIRONMENT DEPARTMENT  
AIR POLLUTION CONTROL COMMISSION (APCC)**

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**INSTRUCTIONS ON APPLYING FOR AN INITIAL OR RENEWAL  
SOUTH BOSTON PARKING FREEZE PERMIT (PFP)  
[310 CMR 7.33]**

**1. WHO MUST FILE FOR AN INITIAL OR RENEWAL PARKING FREEZE PERMIT?**

There are three (3) distinct zones within the South Boston Parking Freeze area: (1) the Piers Zone, (2) the Commercial/Industrial Zone, and (3) the Residential Zone [see attached map]. The following landowners must file an Initial or Renewal application with the Air Pollution Control Commission for a Parking Freeze Permit (PFP):

- Landowners with existing, non-residential, off-street parking on property within the Piers Zone or the Commercial/ Industrial Zone.
- Landowners with existing, non-residential, off-street parking on property within the Piers Zone or the Commercial/ Industrial Zone where the total number of parking spaces has not changed.
- Landowners that seek to modify the rate, the use, or the layout of existing, non-residential, off-street parking on property within the Piers Zone or the Commercial/ Industrial Zone where the total number of parking spaces has not changed.

**2. WHO DOES NOT NEED TO FILE FOR A PARKING FREEZE PERMIT?**

- Landowners with existing, residential, off-street parking spaces on property within any of the three South Boston Parking Freeze zones DO NOT need to apply for a PFP.
- Landowners that seek to create new, residential, off-street parking spaces on property within the Residential Zone DO NOT need to apply for a PFP.
- Landowners that seek to create new, commercial-use, off-street parking spaces on property within the Residential Zone that will serve businesses within the Residential Zone DO NOT need to apply for a PFP.

**NOTE: LANDOWNERS THAT DO NOT FIT WITHIN THE CATEGORIES ABOVE MAY STILL NEED TO APPLY FOR A PFP. SEE #3 BELOW.**

**3. SHOULD I FILE ANOTHER APPLICATION INSTEAD?** New or Modified Parking Freeze Permit (PFP) applications must be filed by:

- Landowners that seek to create new, residential, off-street parking on property within the Piers Zone or the Commercial/ Industrial Zone **need to apply for a New or Modified PFP**. One of two outcomes will result:
  - If the proposed ratio of parking to living space DOES NOT exceed one parking space per dwelling unit, a Certificate of Exemption will automatically be issued.
  - If the proposed ratio of parking to living space DOES exceed one parking space per dwelling, the applicant must request a hearing before the Air Pollution Control Commission.
- Landowners that seek to **modify the total number of existing, non-residential, off-street parking spaces** on property within the Piers Zone or the Commercial/ Industrial Zone.

**NOTE:** If you still have questions about which PFP application you should file, please see "Parking Freeze Permits: FAQs." Otherwise, please contact the APCC at [APCC@cityofboston.gov](mailto:APCC@cityofboston.gov) or (617) 635-3850 during normal business hours.

**4. WHAT MUST I FILE?**

Written proof that the applicant is the owner of record (photocopies will satisfy) or has written approval from the owner of record is required in order to file an application for the property. In the case of condominiums or cooperatives, written approval of the board of trustees or their equivalent will satisfy.

**5. WHERE TO FILE?** All Parking Freeze Permit (PFP) applications must be filed with the secretary at Boston City Hall either by registered mail or in person during normal business hours:

Executive Director  
Air Pollution Control Commission  
City of Boston Environment Department  
One City Hall Plaza, Room 805  
Boston, MA 02201

**6. IMPORTANT: Initial and Renewal applications DO NOT require a hearing.** An applicant must file a complete application no later than:

- (a) Thirty (30) days prior to the desired date of issuance; or
- (b) Thirty (30) days prior to the date of expiration of an existing permit.

**7. COMPLETING THE APPLICATION:** In order to facilitate and expedite the process of issuing Parking Freeze Permits to South Boston landowners with existing parking facilities, the APCC is mailing a number of partially-completed applications to landowners. The APCC also intends to verify existing information it has on file through this means.

- Please complete all incomplete sections of your application with the information requested, and mark "not applicable" or "n/a" where appropriate.
- Also, please use the margins to correct any errors or outdated information that we have supplied.
- Accurate and complete applications that are signed, dated, and accompanied by the applicable fee, will result in the immediate issue of a Parking Freeze Permit, valid for one calendar year from the date of issuance.

**APPLICATION QUESTIONS:**

- **Questions 1 & 2:** One application must be completed for each parcel of land, as identified by Assessing Department identification numbers. Please ensure that you are the owner or the owner's agent for the parcel of land identified in Question 1. Then you must verify and/or update the contact information requested, and enclose written proof of ownership or agency, such as a photocopy of last year's Assessing Department bill, a statement from the owner of record, or other reliable document. For help finding your parcel ID number, please contact the Assessing Department at (617) 635-4264 during normal business hours.
- **Question 3:** This question has been answered for you. If you are applying for a permit for a new facility, please complete a New or Modified Parking Freeze Permit Application and request a hearing.

- **Questions 4 & 5:** These questions verify both the total number and the type of parking spaces attributed to the parcel of land, as recorded in the 1994 inventory (updated in 2001). While applicants may individually update the type of parking currently existing on the parcel, any desired changes to the total number of inventoried parking spaces must be resolved by the completion of a New or Modified application, and a hearing before the APCC.
  - **Questions 6 & 7:** These questions assume that most properties will contain both occupied buildings and accompanying parking and seeks to understand the activities occurring in each occupied building, as well as the square footage of each. Please indicate in the margins of this form if the property described does not contain both occupied buildings and accompanying parking.
  - **Question 8:** To answer question 8, the site plan or floor plan need not consist of professionally-prepared blueprints or schematics. While copies of such documents are helpful, a basic good-faith sketch addressing the four points requested would satisfy.
  - **Question 9:** An exact count of patrons is not necessary to answer this question. An approximation will satisfy.
8. **PERMIT FEE:** After completing the application, please ensure that you have enclosed a check or money order for the fee (\$10 per parking space) with your application. Make checks payable to: City of Boston Air Pollution Control Commission. If your PFP application is in all respects accurate and complete and full payment is enclosed, then a Parking Freeze Permit valid for one calendar year shall issue. No permit shall issue until payment of the applicable fee has been received.

If you wish to contest the APCC's determination of the number of parking spaces permitted on your property, and request a public hearing before the commission, you must make this request in writing. Send your letter of appeal by certified mail to:

Executive Director  
 Air Pollution Control Commission  
 City of Boston Environment Department  
 One City Hall Plaza  
 Boston, MA 02210

We will send you, via certified mail, a package of materials explaining the APCC appeals process and requirements. These materials can also be downloaded from the internet at: [www.cityofboston.gov/environment/](http://www.cityofboston.gov/environment/), or picked up in person from the secretary at Boston City Hall: One City Hall Plaza, Room 805 during normal business hours.

9. **SIGNED AND DATED APPLICATIONS:** The application must be signed and dated by the applicant. **The applicant's signature attests that the information contained in the application is accurate and complete.**

**WARNING!**

- Failure of a landowner to comply with South Boston Parking Freeze Regulations may subject him or her to APCC violations and fines.
- Failure of a permit-holder to comply with the terms of his or her Parking Freeze Permit may subject him or her to APCC violations and fines.
- Failure of a permit-holder to renew their Parking Freeze Permit thirty (30) days before the existing permit expires may subject them to APCC violations and fines.
- Every day that an APCC violation occurs or continues is a separate violation, and may be subject to the maximum fine allowable.

IF YOU HAVE ANY ADDITIONAL QUESTIONS ABOUT PFP APPLICATIONS, PLEASE SEE "FAQs about the South Boston Parking Freeze" which is available at [www.cityofboston.gov/environment/](http://www.cityofboston.gov/environment/). OTHERWISE, you can e-mail [APCC@cityofboston.gov](mailto:APCC@cityofboston.gov) or call (617) 635-3850 during normal business hours.

### South Boston Parking Freeze Permits

		EXISTING SPACES	NEW SPACES
<b>PIERS &amp; INDUSTRIAL ZONES</b>	<b>Residential spaces</b>	No Permit Required	***Permit Required: <b>New or Modified</b>
	<b>Commercial-use spaces</b>	Permit Required: <b>Initial or Renewal</b>	Permit Required: <b>New or Modified</b>
<b>RESIDENTIAL ZONE</b>	<b>Residential spaces</b>	No Permit Required	No Permit Required
	<b>Commercial-use spaces</b>	No Permit Required	†††No Permit Required

\*\*\***Permit Required:** Creating new residential parking spaces in these zones requires an APCC permit. Applicant must apply for a New or Modified Permit. Applicant will receive either the Parking Freeze Permit or a Certificate of Exemption.

†††**No Permit Required:** Creating commercial-use parking within the Residential Zone does not require an APCC permit. **Note:** Creating remote parking for commercial-use outside the Residential Zone (such as remote parking for facilities within the Commercial or Industrial Zones is prohibited.